

# *Welcome to the* **Virginia Employment Commission**



## **Manager/Supervisor Knowledge Center Tutorial**

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## What Is The Knowledge Center?

The VEC Knowledge Center is a web-based program that conveniently provides access to professional development opportunities and related resources directly from your desktop.

By accessing the VEC Knowledge Center (KC), employees can:

- See and print their training record at any time (Reflects records from January 2000 forward).
- Add training, conferences, courses, etc. to their Transcript.
- Print a certificate of completion for courses in their Student Transcript.
- Register for classroom courses offered through the Knowledge Center.
- Access on-line training for professional development.
- Check out resources from the VEC Resource Library (books, tapes, videos)
- Access resource manuals, publications, and web links related to professional development and workplace knowledge.
- Use a team room to facilitate team interactions and sharing of information.

As a supervisor or manager, you will also have the ability to:

- View transcripts of your employees, and monitor their participation and completion of classroom courses and on-line training.
- Approve/deny learning opportunities requested by your staff through the Knowledge Center.
- Monitor the addition of learning events to your employees' transcripts.
- Use the Knowledge Center to identify available learning opportunities to meet the needs of your staff.

*Note: There are over 100 on-line courses available on the Knowledge Center as a resource for professional development. If you suggest or require staff to take a course(s), you must schedule time during working hours for them to complete the course. For your convenience, you can access a list of the on-line courses and the estimated time that is required to complete each one. To print out a copy of this*

*information go to the Knowledge Center Library, select Resources and click on e-Learning Course Listing.*

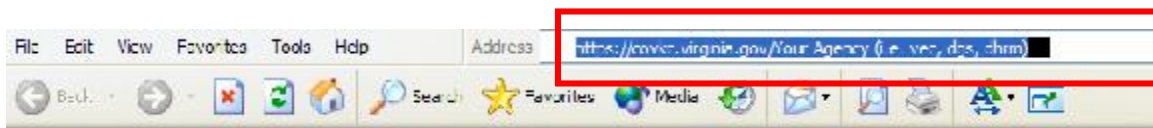
It is important to note that each agency domain will have a different look and feel. Functionality and operational standards within the system will be based on agency needs. At this time the VEC will have limited buildings available.

# Site Access

## Access the Knowledge Center from Internet Explorer

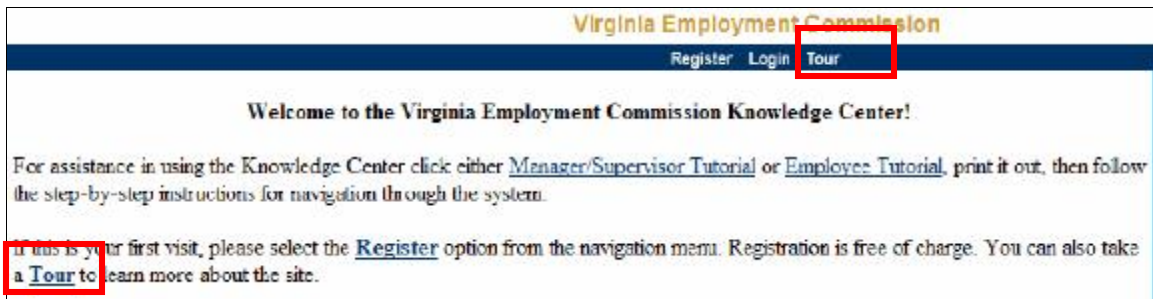
The Knowledge Center (KC), a web based application, is accessed by entering the web address (<https://covkc.virginia.gov/vec>) in the address field at the top of the web page. Please be sure to enter **https** at the beginning of the address to designate a secured site. Once you have entered the web site address press "GO" and your agency home page will appear.

### Open your internet browser (ex. Internet Explorer)



## Tour

The Tour provides a brief overview of the Knowledge Center buildings. To access the Tour function click on Tour icon located in the blue menu bar of the login page. Use the previous and next links at the bottom of each page to navigate through the tour.



## Registration

### State User Registration

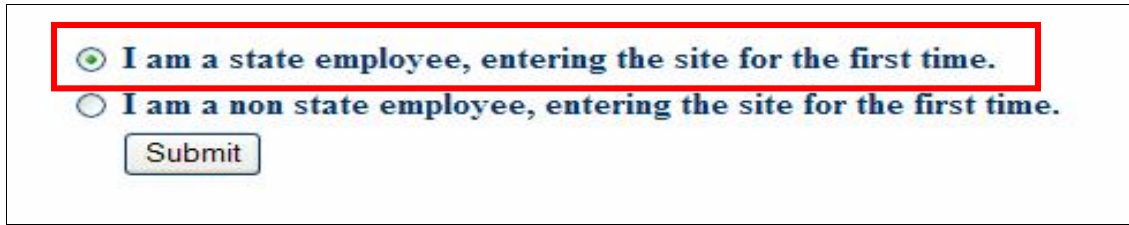
**Step 1:** To enter the Knowledge Center, you must first register as a user.

**Step 2:** **Click** Register in the blue navigation menu or in the text message below.



The screenshot shows the Virginia Employment Commission Knowledge Center website. At the top, a blue navigation bar contains the text "Virginia Employment Commission" and a "register" link highlighted with a red box. Below the navigation bar, a welcome message reads: "Welcome to the Virginia Employment Commission Knowledge Center!" followed by instructions for new users. A "register" link is also highlighted with a red box in the text. The page features the Virginia Employment Commission logo and a login section with fields for "Login ID:" and "Password:", a "Submit" button, and links for "Forgot Login?", "Forgot Password?", and "Forgot both?". A sidebar on the right contains several small images and the text "VTC Knowledge Center" at the bottom.

**Step 3: Click** on I am a state employee, entering the site for the first time and then, **submit**.



The screenshot shows a web form with two radio button options. The first option, "I am a state employee, entering the site for the first time.", is selected and highlighted with a red rectangular box. The second option is "I am a non state employee, entering the site for the first time.". Below the options is a "Submit" button.

☒ I am a state employee, entering the site for the first time.

☐ I am a non state employee, entering the site for the first time.

**Step 4: Type** you're first & last name, and date of birth.

***\*Use your "official" name as noted in PMIS – Do not use nicknames (BOB, SUE, Etc.).***

***\*Use your correct Date of Birth (this system is a secured site.) and enter as noted (05/01/1955).***

**Step 5: Select** Yes or No for wage designation.

**Step 6: Select** the Virginia Employment Commission from the drop down menu.

**Step 7: Click submit.**



**Step 8:** Review the information that has been provided by the Personnel Management System, then **click submit**.

Please verify the following information is correct. If you feel there is an error, please contact your Human Resources Department.

If you do not want to proceed, click the Register, Login or Turn buttons or select Cancel. Please note, you will not complete the registration or be able to login until the registration process is complete.

Position ID Number	:	<b>CONFIDENTIAL INFORMATION:</b>  This information has been downloaded from the State's Personnel Management Information system. If you find incorrect information please contact your Knowledge Center Administrator.  You will find an optional field at the bottom of this page. You can use this field to enter any qualifications, skills, knowledge or abilities that you would like to be associated with your user profile
Social Security Number	:	
Employee ID Number	:	
Last Name	:	
First Name	:	
Middle Initial	:	
Name Suffix	:	
Email Address	:	
EFO Code	:	
Gender	:	
Race	:	
Position Level	:	
LMS Role	:	
Role Code	:	
Role Title	:	
Working Title	:	
Registrant Classification	:	
Manager's Name	:	
Manager's Email	:	
Cost Code 1	:	
Cost Code 2	:	
Cost Code 3	:	

**Step 9:** To complete your registration, you will need to create your personal login id and password. Your login id must be at least four characters. Your password must be a minimum of 6 characters. Be sure to follow the password requirements provided on the Registration screen shown below.


**Note: Write down the information and secure it in a safe location for future reference to prevent a delay in accessing the Knowledge Center.**

**Click submit.**

Welcome to the Virginia Employment Commission

REGISTER

Establish Login & Password

 Virginia Employment Commission  
Knowledge Center

To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID should be at least 4 characters. Your password must be a minimum of 6 characters. Your password must be a combination of 3 of the following 4: uppercase letters, lowercase letters, numbers (0-9), and/or special characters: { } [ ] ! @ # \$ % ^ & \* ( ) . Then click Submit to continue your registration.

Login ID:

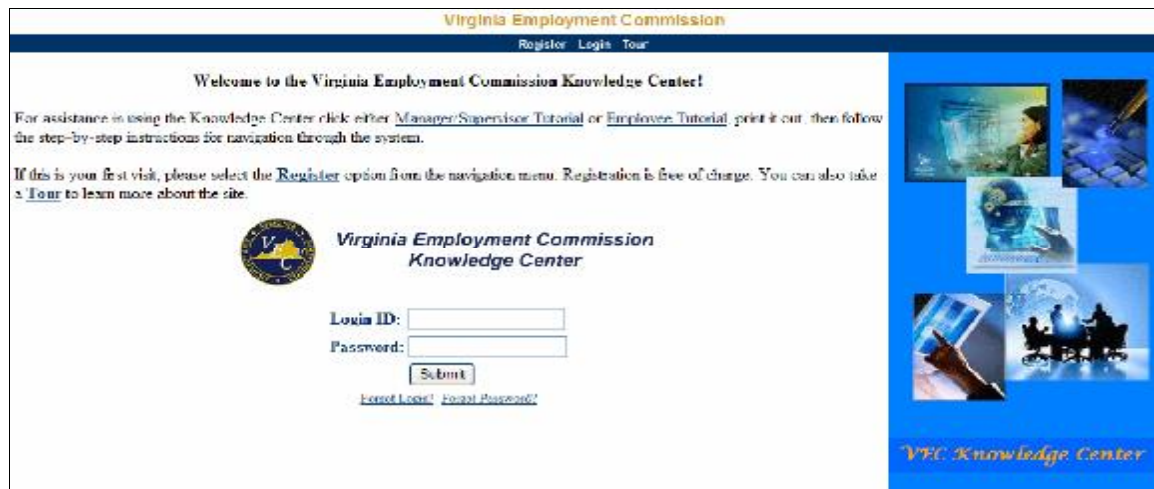
Password:

Confirm Password:

**Step 10: Congratulations!** You have completed the registration!  
You may now enter your login id & password.

**Note: If you forget your login or password simply click on the appropriate text found below the Submit box. You will receive a response via e-mail. For more information see page 19**

**Click submit.**




**Virginia Employment Commission**  
Register Login Tour

**Welcome to the Virginia Employment Commission Knowledge Center!**

For assistance in using the Knowledge Center click either [Manager/Supervisor Tutorial](#) or [Employee Tutorial](#), print it out, then follow the step-by-step instructions for navigation through the system.

If this is your first visit, please select the [Register](#) option from the navigation menu. Registration is free of charge. You can also take a [Tour](#) to learn more about the site.



**Virginia Employment Commission  
Knowledge Center**

Login ID:

Password:

[Forgot Login?](#) [Forgot Password?](#)

*VEC Knowledge Center*

**Step 11:** Select the Virginia Employment Commission domain.

**Click submit.**



**Virginia Employment Commission  
Knowledge Center**

Please select which domain you would like to login to this session.

Domain	Status	Status
<input checked="" type="radio"/> The Commonwealth of Virginia Knowledge Center - Main Portal	N/A	
<input type="radio"/> State Board of Elections - Appellate Users Knowledge Center	N/A	
<input type="radio"/> State Board of Elections - Campaign Finance Knowledge Center	N/A	
<input type="radio"/> Department of Correctional Education Knowledge Center	N/A	
<input type="radio"/> Department of Education - Special Education and Student Services	N/A	
<input type="radio"/> Department of Education Knowledge Center	N/A	
<input type="radio"/> Department of Game and Inland Fisheries	N/A	
<input type="radio"/> Department of General Services	N/A	
<input type="radio"/> Department of Human Resource Management - Recruitment Development Services	N/A	
<input type="radio"/> Department of Juvenile Justice	N/A	
<input type="radio"/> TAX Knowledge Center	N/A	
<input type="radio"/> TAX Knowledge Center - External Ethics	N/A	
<input type="radio"/> VHCA Knowledge Center	N/A	
<input type="radio"/> Virginia Department of Corrections	N/A	
<input type="radio"/> Virginia Employment Commission	Approved	
<input type="radio"/> Virginia Institute of Procurement	N/A	
<input type="radio"/> Virginia State Police Virtual University	N/A	
<input type="radio"/> Virginia Western Community College - Knowledge Center	N/A	
<input type="radio"/> VLA Knowledge Center	N/A	

*VEC Knowledge Center*

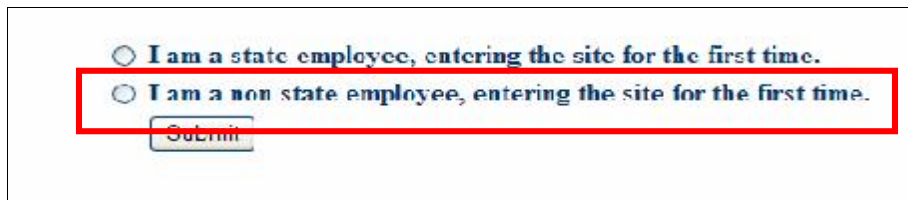
## **Non State Registration**

**Step 1: Follow** the instructions on pages 5 & 6.

**Step 2: Click** on Register on the login page.

**Step 3: Select** the domain with which you wish to register then, **click submit.**

**Step 4: Select** I am a non state employee, entering the site for the first time and **click submit.**



The image shows a portion of a web form. It contains two radio button options. The first option is "I am a state employee, entering the site for the first time." and the second option is "I am a non state employee, entering the site for the first time." The second option is highlighted with a red rectangular box. Below these options is a "Submit" button.

☐ I am a state employee, entering the site for the first time.

☐ I am a non state employee, entering the site for the first time.

Submit

**Step 5:** The Personal Information page will appear. Please complete all mandatory fields, then **click submit**. At the bottom of the page you will find the Qualifications optional field. You can use this field to enter any qualifications, skills, knowledge or abilities that you would like to be associated with your user profile.

* First Name:	<input type="text" value="John"/>		
Middle Initial:	<input type="text" value="A"/>		
* Last Name:	<input type="text" value="Doe"/>		
Email Address:	<input type="text" value="johndoe@noemail.net"/>		
* Registrant Classification:	<input type="text" value="Public"/>		
* Company Name:	<input type="text" value="Doe &amp; Sons"/>		
* Organization:	<input type="text" value="Virginia Employment Commission"/>	<input type="text" value="182 182 NA NA"/>	<a href="#">Search</a>
<input checked="" type="checkbox"/> <i>Send me updates and notification of content changes at this email address.</i>			
* Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Address 1:	<input type="text" value="123 No Street"/>		
Address 2:	<input type="text"/>		
City:	<input type="text" value="City"/>		
State:	<input type="text" value="Virginia"/>		
Province/Other:	<input type="text"/>		
Zip:	<input type="text" value="22222"/>		
Country:	<input type="text" value="United States"/>		
Phone:	<input type="text" value="555-555-5555"/>		
Fax:	<input type="text" value="555-111-1111"/>		
Manager's Email:	<input type="text"/>		
Please use the following area to highlight your area of expertise and professional items of interest. This certifications, as well as a brief biography.			
Qualifications:	<input type="text" value="Plumber"/>		
<input checked="" type="checkbox"/> <i>Make this information available to others in the PeerNet.</i>			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

**Step 6:** You will need to create your personal login id and password following the instructions on the Registration screen.

**Note: Write down the information and secure it in a safe location for future reference to prevent a delay in accessing the Knowledge Center.**



Welcome to the Virginia Employment Commission

**REGISTER**  
Establish Login & Password

 **Virginia Employment Commission**

To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID should be at least 4 characters. Your password must be a minimum of 6 characters. Your password must be a combination of 3 of the following 4: uppercase letters, lowercase letters, numbers (0-9), and/or special characters ( ! " # \$ % ^ & \* , - . : ; ' / \ | \_ { } ~ ` ) . Then click Submit to continue your registration.

Login ID:

Password:

Confirm Password:

**Step 7:** After you have successfully completed the registration, the system will generate an e-mail to the Knowledge Center Administrator who will approve or deny your registration.



Welcome to the Virginia Employment Commission

**REGISTER**  
Successfully Completed

 **Virginia Employment Commission**  
Knowledge Center

Your registration has been submitted to an Administrator for approval. You will be notified via an email if your registration was approved or denied.

**Step 8:** When you receive the approval e-mail please return to the Knowledge Center and login.



# Home Page Navigation

**Welcome to the HOME page!** As you can see, the Knowledge Center resembles a college campus with multiple buildings. We will walk you through some of the features.....

**Gold Menu Bar:** Shortcuts to Info, Home, Index, Help, IDP (Individual Development Plan), Glossary, Feedback, Notepad, Research and Log Out.

**Select a Function Bar:** Allows you to search all site functions that are available.

The screenshot shows the Knowledge Center Home Page navigation interface. At the top is the Gold Menu Bar with links: Info, Home, Index, Help, IDP, Glossary, Feedback, Notepad, Research, and Log Out. Below this is the Select a Function Bar with a search box labeled "Select a function:". On the left is a blue panel with a vertical menu containing: Administration, Learning Center, Library, Team Center, Announcements, Personal KC, Surveys, What's New, Top 10, Contributors, Resources, and Search. At the bottom of the blue panel is the user name "Joan Doe (DOEJ001)". In the center is a 3D map of the campus with buildings labeled: Learning Center, Career Center, Student Center, Conference Center, Library, Administration, Lecture Hall, and Team Center. A red box highlights the Learning Center, Team Center, and Administration buildings. A red arrow points from the "Shortcuts to:" text to the Learning Center, Library, and Team Center buildings. Another red arrow points from the "Select a Function Bar" text to the search box. A third red arrow points from the "Center Map:" text to the map. Below the map is a yellow box with the text "Center Map: Identifies all the campus buildings.".

**Shortcuts to:** Administration, Learning Ctr., Library, & Team Ctr.,

**View:** Announcements, Your Personal KC, and new features.

**Top 10:** Top 10 Searches.

**Note:** Your name and LMS ID will appear at the bottom of the pane

**Center Map:** Identifies all the campus buildings.

**Note:** Only those functions that are currently available to you will be visible in the blue panel on the left and along the bottom of the campus site.

## Top Toolbar

The top toolbar contains graphic links to functions that are frequently used. No matter where you are in the site, the toolbar and these functions are available. To access any of the functions move your cursor over the selected icon and **click**



### Select A Function

The drop down list enables you to jump directly to a function without having to go through the building interface. **Click** the down arrow to open the box, and then select the desired function

### Info

The Info icon displays and information page about the administrators of the site, including contact information.

### Home

Clicking the Home icon displays the Campus Map.

### Index

Clicking the Index icon displays the site alphabetically by building, then function.

### Glossary

This icon displays a searchable list of terms that are associated with the site and/or with the online courses. Users can search key terms and industry vocabulary for standard definitions and descriptions.



## **IDP**

The IDP icon displays your Individual Development Plan. The IDP provides you with a roadmap for skill acquisition and also serves as documentation of skills acquired through the course taken.

## **Feedback**

The Feedback icon displays a form that enables you to send an e-mail to a site administrator from any location within the site. Your location in the site will be included in the subject of the e-mail. Simply type your suggestion or comment in the message field and **click Send**.

**SEND EMAIL**

Type the subject and message of your email. Click **Send** to deliver the message to the address indicated in the To field. The window will automatically close. Click **Cancel** to close the window without sending the message.

**To:** lmsadmin@vec.virginia.gov

**Subject:**



**Message:**

## **Notepad**

Clicking the Notepad displays an online tool that allows you to add, edit, delete, and read notes from anywhere in the site. Existing notes are automatically displayed when you access Notepad. The order of the notes can be sorted by date, and name sorted by subject line alphabetically. When a new note is added to the learner's notepad, the site location and current date are saved as part of the note, allowing you to quickly return to that location.



**NOTEPAD**




[Sort by Date](#) | [Sort by Name](#)




 - Edit  - Delete




Notes for: Admin VEC ADMIN

[Add new note](#)

 Homework

 Test

 User Directory

 Vacation

Subject: User Directory

Building: Administration

Created: 05/30/2007

Modified: 05/30/2007

Joan Doe address change: 211 Main St, Richmond, VA 23219

## Side Toolbar

The blue pane located on the left side of the screen is available from anywhere in the site. It contains links to all the buildings, displays announcements, Personal KC, list of site surveys, and new content. In addition, the sidebar offers Top Ten contributors, resources and searches.



**Note: Only those functions that are currently available to you will be visible in the blue panel on the left and along the bottom of the campus site.**

## Announcements

Announcements are current bulletins or important communications intended for all users. Content and Site Administrators add announcements to the site as a means on making information available to all users of the site at once.

To view Announcements perform the following steps:

**Step 1: Click** the Announcement. A list of announcements including the title, date, and time posted, will appear.

**Step 2:** If the title is a link, **click** the title to display additional information.

## Personal KC

The Personal KC page is a single point to access to personal training and development information. This page includes links to your Individual Development Plan (IDP), Transcript, Personal Learning Plan, Training Schedule, Shortcuts, Search History, Peers and Course Bookmarks.

Administration  
Learning Center  
Library  
Team Center  
Announcements  
Personal KC  
Surveys  
View's Now  
Top 10  
Contributors  
Resources  
Searches  
Joan Doe  
(DOE7001)

Welcome Joan Doe

**PERSONAL KC**

Individual Development Plan	Transcript	User Interface	Course Bookmarks
Personal Learning Plan	Shortcuts	Search History	My Peers

Monitoring Training

Status	Course (required by)	Type	Section Date/Information
You are not currently required to take any courses			

Top 10 SCORM Courses

Status	Course	Start Date
Started	Alpha Academy 60 Fundamentals	01/19/2006

## User Interface

There are three options for a home page view that the user can select. The default user interface is the campus map. Users can also choose to view a text based interface (folders) or they can select the view of the Personal KC.

**Step 1: Click** on the Personal KC located in the blue pane on the right.

**Step 2: Select** User Interface.

**Step 3: Click** on your choice, then **submit**.

The screenshot shows the 'PERSONAL KC' interface. On the left is a blue navigation pane with links: Administration, Learning Center, Library, Team Center, Announcements, Personal KC (highlighted with a red box), What's New, Top 10 Contributors, Resources, Searches, and Joan Doe (DOEJ001). The main content area has a 'Welcome Joan Doe' message and a table of navigation links. A red box highlights the 'User Interface' link in the table. Below the table, there are three radio button options for selecting the user interface, with the 'Submit' button below them.

PERSONAL KC	
Individual Development Plan	Transcript
Personal Learning Plan	Shortcuts
<b>User Interface</b>	Course Dockmarks
Search History	My Pages

☐ wish to use the graphical user interface. [Preview](#)  
☐ wish to use the text-based user interface. [Preview](#)  
☐ wish to use the Personal KC user interface. [Preview](#)

## Graphical Interface



## Text Based Interface



## Personal KC Interface

The screenshot shows the 'PERSONAL KC' interface. It has a navigation bar with links: Individual Development Plan, Transcript, User Interface, Course Dockmarks, Personal Learning Plan, Shortcuts, Search History, and My Pages. Below the navigation bar is a section titled 'Mandatory Training'. It contains a table with columns: Status, Course (required by), Type, and Section Date / Information. Below the table is a note: 'This area is currently required to take any courses'. Below the note is a section titled 'EO / NCCRM Courses' with a table with columns: Status, Course, and Start Date.

PERSONAL KC			
Individual Development Plan		Transcript	User Interface
Personal Learning Plan		Shortcuts	Course Dockmarks
Search History		My Pages	

**Mandatory Training**

Status	Course (required by)	Type	Section Date / Information
This area is currently required to take any courses			

**EO / NCCRM Courses**

Status	Course	Start Date
Started	EO / NCCRM 6.0 Plus Screen 1.0	6/17/2005

## Shortcuts

The Shortcuts tab displays user-added links known as shortcuts. Shortcuts can be any content element of the site for which you have chosen to create a shortcut link on your Personal KC page. You can sort, view, add, and remove content elements from your Personal Content.

## Search History

Search History displays a listing of your five most recent searches. The listing displays the function you were in when you conducted the search, the keyword and search type, as well as the topic and category used in your search criteria. The display also lists the number of items returned from the search query. Clicking View Results brings you to that function and displays the results as if you had just run the query.

Welcome Joan Doe			
PERSONAL KC			
Individual Development Plan	Transcript	User Interface	Course Bookmarks
Personal Learning Plan	Shortcuts	Search History	My Peers
4 records found.			
1	Function: Course Catalog Keywords: Terrorism Search Type: All Words Date: 05/23/2007	Topic: All Category: No Category Results: 2 <a href="#">View Results</a>	
2	Function: Course Catalog Keywords: ra Search Type: All Words Date: 05/23/2007	Topic: All Category: No Category Results: 15 <a href="#">View Results</a>	
3	Function: Course Catalog Keywords: r Search Type: All Words Date: 05/14/2007	Topic: All Category: No Category Results: 51 <a href="#">View Results</a>	
4	Function: Course Catalog Keywords: Virginia terrorism Search Type: All Words Date: 05/11/2006	Topic: All Category: No Category Results: 2 <a href="#">View Results</a>	

## My Peers

This shortcut link lists the users in the site that you have chosen as Peers. This helps you locate information about people in your site in a specific discipline, field of study, or Community of Practice. A COP is a group of users that share a common vital interest and have committed to working together to build a

collective knowledge base around that interest. You can add users to the site by searching in PeerNet (located in the Coffee Shop).

## ***Transcript***

Student Transcript is a shortcut link to your training record, which lists courses you have assessed and completed within the KC. See the section titled Student Transcript on pages 26-30 for complete instructions for your Student Transcript.

## **Surveys**

Surveys are site-wide questionnaires to gather information and feedback from users about a wide variety of issues. From the list of Surveys, click the information icon for details or click the title to view the content in a new window.

## **What's New**

What's New displays content that has been added since the last time you logged into the site. From the list, click the info link to see information about the content. Click the view link to open the content in a new window.

<b>Since Last Login</b> 5 records found.	
1. Mandatory Trainings [] Added 06/22/2007, by <a href="#">SANDRA E. GIMENEZ-QUIROGA</a>	<a href="#">Info</a> <a href="#">N/A</a>
2. Curriculum Test 1 [] Added 06/20/2007, by <a href="#">SIBBELL DUBBS</a>	<a href="#">Info</a> <a href="#">N/A</a>
3. Connection Test - Release June 2007 [] Added 06/20/2007, by <a href="#">Richard M. (user in list)</a>	<a href="#">Info</a> <a href="#">N/A</a>
4. Introduction to AWARE basic computer skills prerequisites. [] Added 06/16/2007, by <a href="#">EDWARD L. CAMPBELL</a>	<a href="#">Info</a> <a href="#">N/A</a>
5. AWARE Adaptations [Downloadable] Added 06/16/2007, by <a href="#">EDWARD L. CAMPBELL</a>	<a href="#">Info</a> <a href="#">View</a>

## **Top Ten**

**Contributors:** Displays the ten users that have added the most content to the site.

**Resources:** Displays the ten most common content items that have been accessed in the site by all users.

**Searches:** Displays the ten most common searches performed in the site by all users.



# Administration

The Administration Building is the location for administrative training functions. It provides access to student records, transcripts, faculty rosters and training facility maps. You can update your personal information in the site and access your training records.

The Knowledge Center offers multiple navigation shortcuts. The red boxes will guide you to three Student Records shortcut choices.

Choose one of 3 ways to enter.



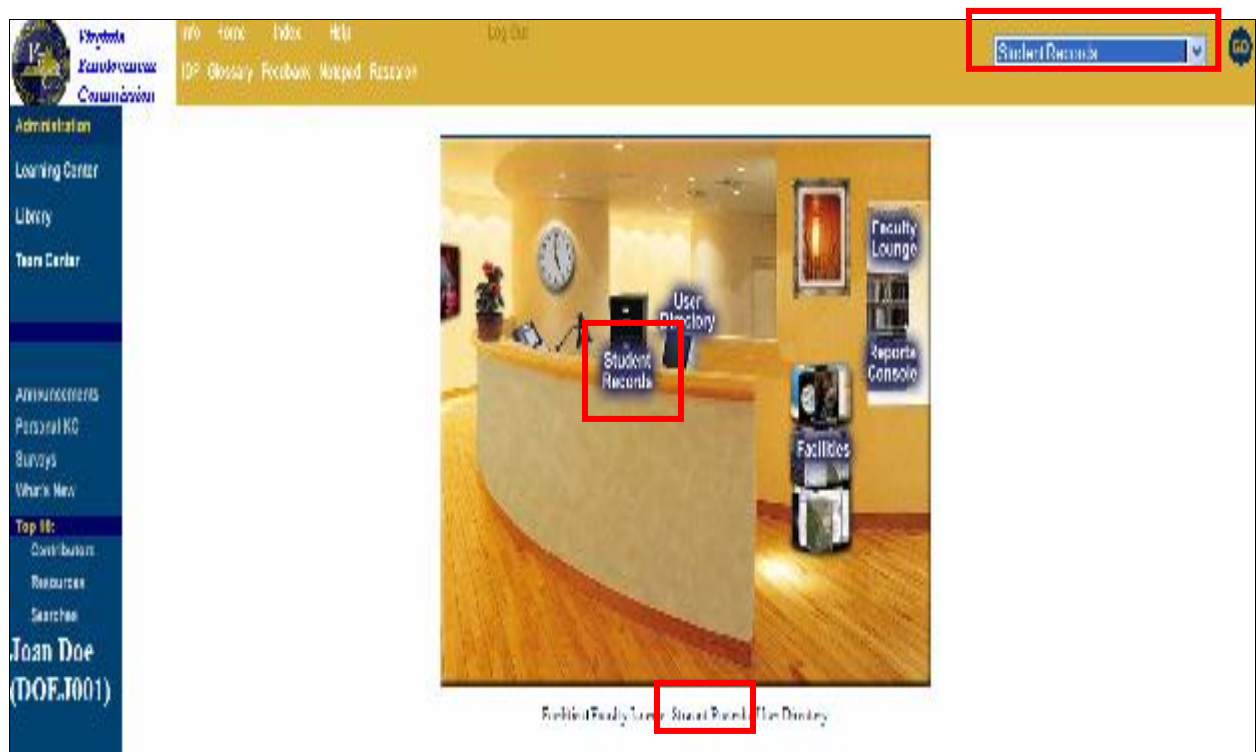


The main office of the Administration Building offers access to Student Records, User Directory and the Faculty Lounge, Facilities and Reports Console.

## Student Records

Let's begin by taking a look at Student Records! Once again, the Knowledge Center offers multiple navigation shortcuts.

**Click Student Records (Choose 1 of the 3 navigation shortcuts).**



**Student Records** is a user's access to their personnel and training information. From here, a user can update their profile, review their training record (transcript), add additional learning events to their transcript, change their site login or password, and change their organization. Managers and administrators with authorization have access to course and site reports and user training records for their immediate staff.

## **Change Login/Change Password**

**Step 1:** Click on the desired icon. You will be prompted to enter your current login id or password then enter the new login/password.

**Step 2:** Click **submit** and your data will be saved in the Knowledge Center.

**Note:** Remember to use your “New” login id/password the next time you log in to the Knowledge Center.

**ADMINISTRATION** [Return to Administration](#)  
**Student Records**

Student Records is where you update your personal information in the site and access your training record. Managers and administrators with authorization have access to course and site reports and user training records.

- [Change Login](#) : Change Login allows you to change your site Login ID
- [Change Password](#) : Change Password allows you to change your site password
- [Learning Events](#) : Learning Events allows you to add training accomplishments achieved outside the site to your transcript.
- [Student Transcript](#) : The Student Transcript is a complete list of all training activities that a user started through the site as well as outside training activities added to their record through Learning Events.
- [Update Profile](#) : Update Profile is where a user updates their personal data, including address, phone number, email address, manager's email address, and title.
- [View Organization](#) : View Organization allows you to view your organization affiliation.

**Current Password:**

**New Password:**

**Confirm New Password:**

**Current Login:**

**New Login:**

**Note:** It is important to jot down the login id and password and keep in a secured location for future reference.







## Learning Events









**Learning Events** allows you to add training accomplishments, conferences, and seminars completed outside the site to your Personal KC. These can include seminars, talks, college courses, books, and other forms of learning

**Click: Learning Events and follow the directions.**

**ADMINISTRATION**  
**Student Records**  
[Return to Administration](#)

Student Records is where you update your personal information in the site and access your training record. Managers and administrators with authorization have access to course and site reports and user training records.

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-  **Update Profile** : Update Profile is where a user updates their personal data, including address, phone number, email address, manager's email address, and title.
-  **View Organization** : View Organization allows you to view your organization affiliation

 - Edit  - Delete  
Learning events for Jean Doe  
[Add new learning event](#)  
  IAWT Conference  
  Performance Management Systems  
  Windows 98

**Add Learning Event**  
Event:   
DHRM  
Course: Select a Category  
Category:   
Completion Date:   
Enter date as mm/dd/yyyy  
Score:   
Example: 90.85  
Pass/Fail: ☒ Pass ☐ Fail  
Method: N/A  
CEU's:   
Certification? ☒ Yes ☐ No  
Skills:

**Fill in the form – Score if needed to pass, CEU for continuing education units, and Certification if enrolled in a formal curriculum.**

## **Update Profile**

From the **Update Profile** screen a user can update his/her personal data, including address, phone number, email address, manager's email address, and title.

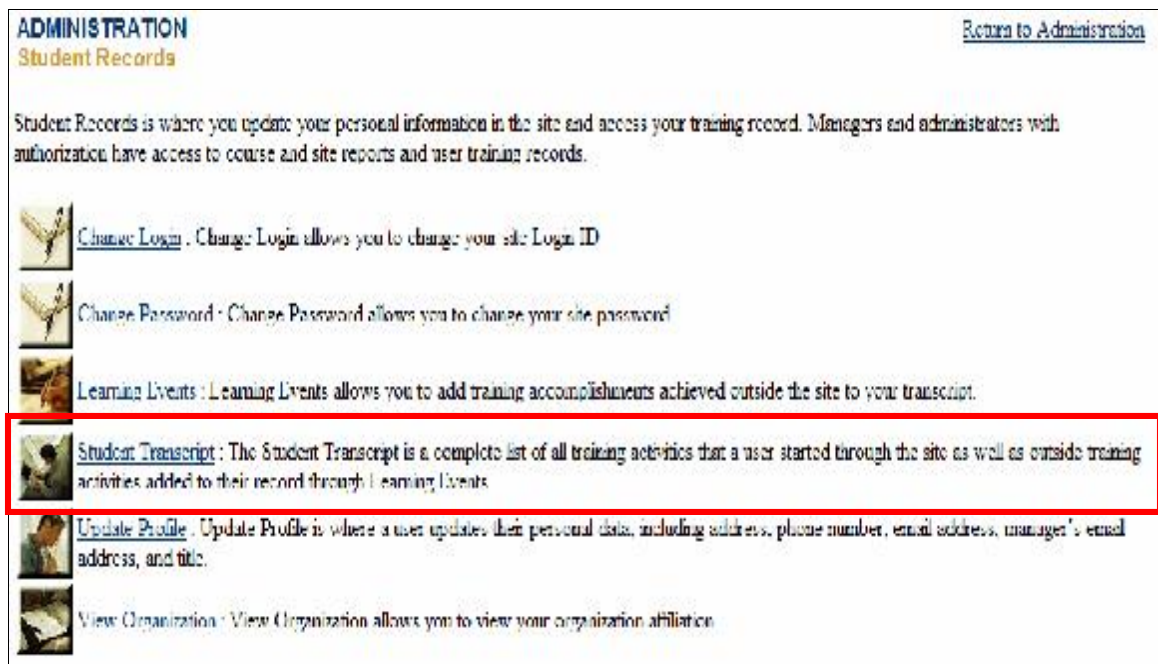
***State Employees*** can view their personal profile from this screen but cannot make any changes. Please verify that the information is correct. If you feel that there is an error, contact your Domain Administrator for corrections.

***Non state employees*** have the ability to make changes to their existing information. Make the necessary changes, and then click Submit. To restore the original information in all fields, click Reset. To exit without changing any information, click Cancel.

## **Student Transcript**

The **Student Transcript** is a complete list of all training activities that a user has started and/or completed through the site, as well as outside training activities added to their record through Learning Events.

To access your Student Transcript through the Administration Building, simply **click** on the Personal KC (Personal Knowledge Center) icon in the left pane of the screen and **select** Transcript in the gold bar at the top.



To view and print your Student Transcript, perform the following steps:

**Step 1:** Click on Administration in the left pane.

**Step 2:** Select Student Records.

**Step 3:** View Student Transcript.

**Step 4: Click** Courses Only to display only courses in your transcript, or **Click** Course & Lessons to display your complete transcript.

**Step 5: Click** in the frame that contains your transcript.

**Step 6: Right click** the mouse and Select the print option.

**Student Transcript**  
For: Jean Doe As of: May 16, 2007  
C: Classroom Courses Q: Online Courses

[Print](#)

[Courses Only](#) [Course & Lessons](#)

Type	Title	Start Date	Completion Date	Pretest Score	Final Score	Status	Performance	Credit Hours	History
O	Adobe Acrobat 6.0 Fundamentals <a href="#">info</a>	01/18/2007							
O	Excellence in Service Part 1: Fundamentals for Employees <a href="#">info</a>	02/16/2007							
O	Excellence in Service Part 2: Working with Upset Customers <a href="#">info</a>	02/16/2007							
O	Excellence in Service Part 3: Communicating with Customers Virtually <a href="#">info</a>	02/16/2007							
O	Excellence in Service Part 4: Building Lasting Customer Relationships <a href="#">info</a>	02/16/2007							
O	Managing Change: Overcoming Change Obstacles <a href="#">info</a>	02/16/2007							
O	Managing Change: The Change Process <a href="#">info</a>	02/16/2007							
O	Microsoft FrontPage 2000 Proficient User <a href="#">info</a>	05/16/2007							
O	Microsoft Project 2003 Fundamentals <a href="#">info</a>	05/16/2007							
O	Organizational Learning: Transferring Knowledge Within an Organization <a href="#">info</a>	05/16/2007							
O	Understanding and Using the Grievance Procedure <a href="#">info</a>	05/16/2007					<a href="#">Details</a>		
O	Virginia Terrorism Awareness <a href="#">info</a> <a href="#">certificate</a>	09/20/2006	05/15/2007			Pass	<a href="#">Details</a>		
O	Adobe Acrobat 6.0 Fundamentals <a href="#">info</a>	01/19/2006					<a href="#">Details</a>		

**Course-Added Learning Events**

Event	Completed	Score	Passthru	Method	Chrs	Certification	Skills	History
Winccv98	06/9/2006		Pass	Self Study		Yes	Man. actor self study	
IAWP Conference	03/8/2007		Pass	Conference		No	IAWP Conference, Virandly, VA	
Performance Management Seminar	01/12/2007		Pass	Professional Training		No	Performance Management course presented by Ives, Inc of Columbus, OH	

O	<a href="#">Organizational Learning: Transferring Knowledge Within an Organization</a> <a href="#">info</a>	05/16/2007						
O	<a href="#">Understanding and Using the Grievance Procedure</a> <a href="#">info</a>	05/16/2007					<a href="#">Details</a>	
O	<a href="#">Virginia Terrorism Awareness</a> <a href="#">info</a> <a href="#">certificate</a>	09/20/2006	05/15/2007			Pass	<a href="#">Details</a>	
O	<a href="#">Adobe Acrobat 6.0 Fundamentals</a> <a href="#">info</a>	01/19/2006					<a href="#">Details</a>	

To view and print Course Certificates perform the following steps:

**Step 1: Click** on Certificate in the Title column.

**Step 2:** Place your mouse pointer in the middle of the document, **right click** and select **print**.

**Step 3:** To change the paper orientation to Landscape open Printer Settings or Preferences, **select** Landscape, **click OK**.



**Step 4: Click Print Tab.**



**Transcript Details:** Click on the **Details** column within the transcript to review the progress, time taken and grades for both complete and non-complete courses as noted below.

0	Organizational Learning: Transferring Knowledge Within an Organization <a href="#">info</a>	02.15/2007							
0	Understanding and Using the Grievance Procedure <a href="#">info</a>	05.15/2007					<a href="#">Details</a>		
0	Virginia Terrorism Awareness <a href="#">info</a> <a href="#">info</a>	09.20/2006	05.15/2007			Pass	<a href="#">Details</a>		
0	Adobe Acrobat 6.0 Fundamentals <a href="#">info</a>	01.19/2006					<a href="#">Details</a>		

<b>Course Transcript</b>									
<b>Course:</b> Virginia Terrorism Awareness									
<b>For:</b> Joan Doe									
Section A - Introduction <b>completed</b> score: 100									
Section B - Terrorism <b>completed</b> score: 100									
Section C - Explosive Threats and Incidents <b>completed</b> score: 100									
Section D - Chemical, Biological, Radiological/Nuclear Threats (CBRN) <b>completed</b> score: 100									
Section E - Cyberterrorism, Identity Theft and Social Engineering <b>completed</b> score: 100									
Section F - Crime Prevention <b>completed</b> score: 100									
Section G - Summary <b>completed</b> score: 100									
Section H - Terrorism Awareness Handbook <b>completed</b>									
Section I - Transcript <b>completed</b>									

## User Directory

This directory holds a list of all users registered with the Knowledge Center who have chosen to make their contact information available to other users. Once again, note the different ways to navigate in the system.

**The User Directory is only available to Site Administrators**



[Facilities](#) [Reports Console](#) [Student Records](#) [User Directory](#)



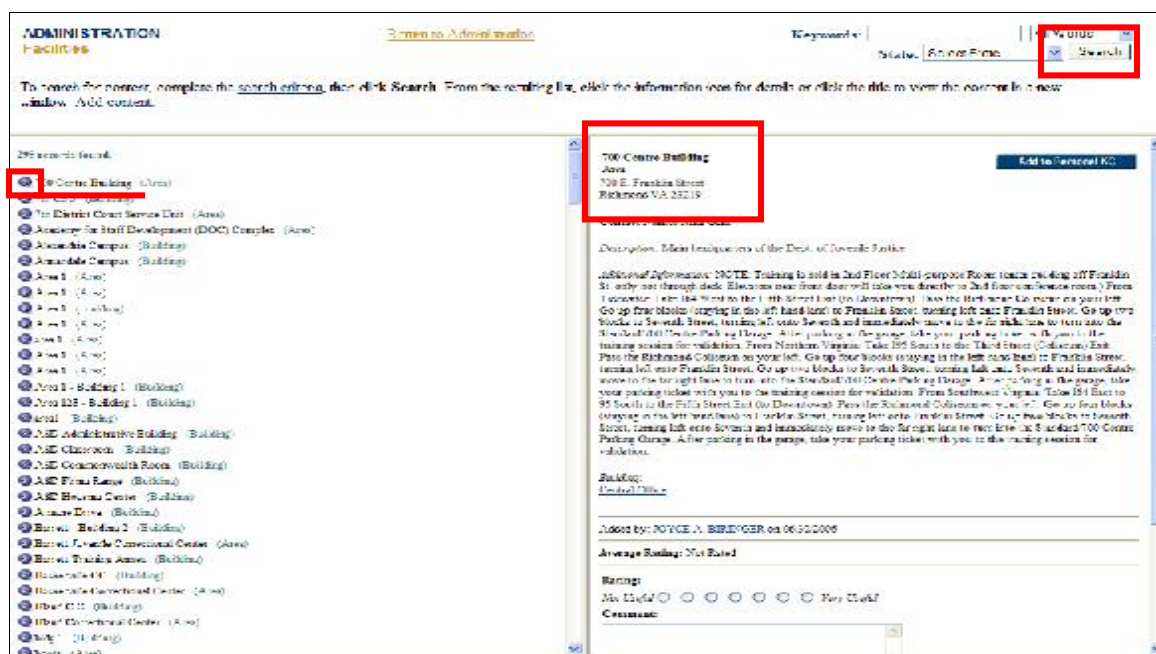
## Facilities

**Facilities** provides information on training facilities, including addresses, directions, maps, equipment, and contact information.



**Step 1: Enter** the name of the facility in the Keyword prompt **or** simply **click** on search and all available training locations will be identified.

**Step 2: Click** on the desired location and the pane to the right will show you all available information about the facility.

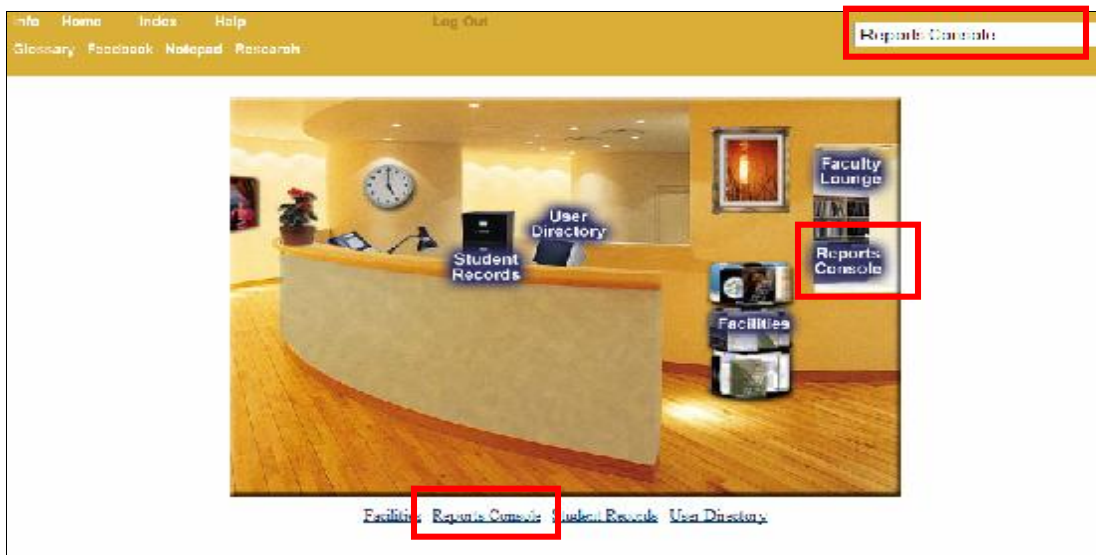


## Reports Console

**Reports** offers the users the ability to perform queries on their training activity in areas as test performance, training progress, course content and survey statistics, and calendar reports.

The **Reports Console** also enables Managers and Supervisors to view the training records of their employees through the Manager's Direct Reports. Within the next few months there will be upgrades of the reporting console to include ad-hoc reporting capabilities. Managers & Supervisors can also view all classroom course calendars.


Access to the Reports Console is permission driven, so that users and Managers/Supervisors will only be able to see the reports that are available through their designated permission groups




## User Report Console View

**ADMINISTRATION**  
**Reports Console**[Return to Administration](#)

The Reports Console enables users to access all of the standard reports and search links from a central location. Access to the Reports Console is permissions-driven, so that users will only be able to see the reports that are available through their designated permissions group.


Report Category:  

Keyword(s):   


---

9 report(s) found.



**Calendar Reports**

-  [Classroom course calendar](#)





**Competency Management**

-  [Find an expert/Resume search](#)


**Content Reports**

-  [Course and Content Ratings](#)
-  [Survey Statistics](#)

**My Training Reports**

-  [My Mandatory Training Progress](#)
-  [My Test Performance](#)
-  [My Training Progress](#)
-  [Student Transcripts](#)

**Training Reports**

-  [Course Survey Statistics](#)

## Managers/Supervisors Reports View

**ADMINISTRATION**  
**Reports Console**[Return to Reports](#)

The Reports Console enables users to access all of the standard reports and search links from a central location. Access to the Reports Console is permissions-driven, so that users will only be able to see the reports that are available through their designated permissions group.

Report Category:

Keyword(s):

---

[to reports/console](#)

**Calendar Reports**

- [Classroom course calendar](#)
- [Instructor calendar](#)

**Competency Management**

- [Find an expert/Resume search](#)

**Content Reports**

- [Course and Content Ratings](#)

**Mandatory Training Reports**

- [Manager's Report - Mandatory Training Progress](#)

**My Training Reports**

- [My Mandatory Training Progress](#)
- [My Test Performance](#)
- [My Training Progress](#)
- [Student Transcript](#)

**Test Reports**

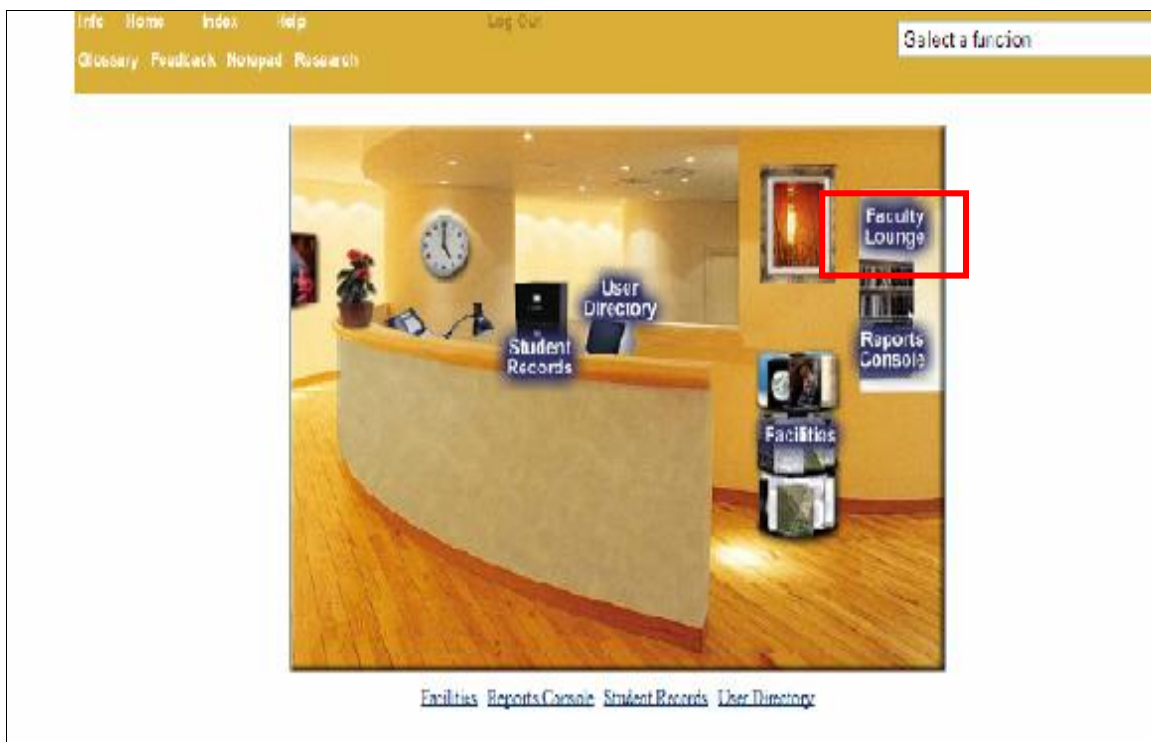
- [Manager's Report - User Test Performance](#)

**Training Reports**

- [Course Survey Statistics](#)
- [Manager's Direct Reports](#)
- [Manager's Required User Progress](#)

## Faculty Lounge

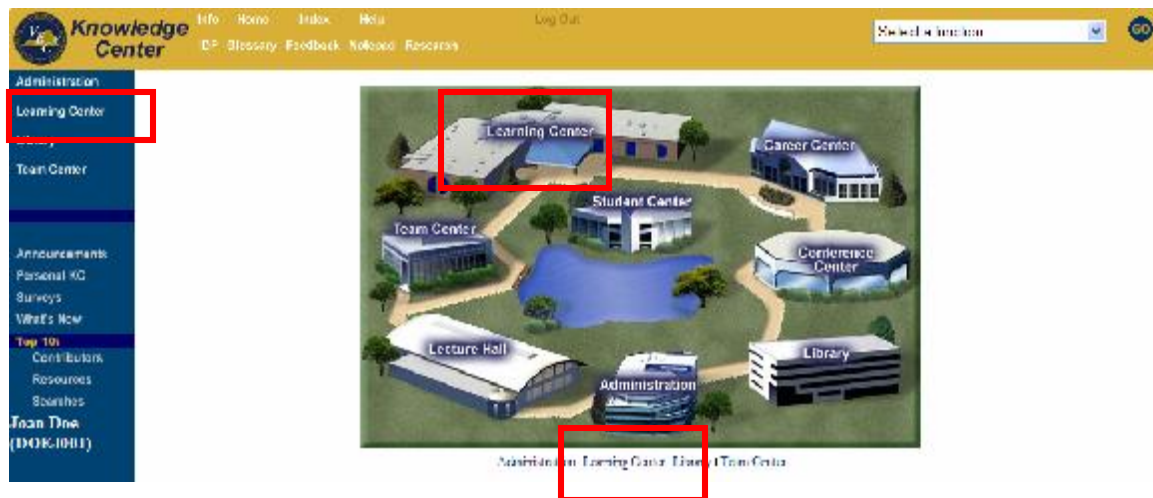
The Faculty Lounge requires special access and is the location where faculty members and content administrators manage courses, administer classroom course sections, review survey statistics, and manage site content.



# Learning Center

The **Learning Center** is the location for all available courses. It includes: courseware catalogue, schedule of currently available classroom sessions, student enrollment capabilities, access to online courses, and links to course notes and assignments.

**Click: Learning Center (Choose 1 of the 3 navigation shortcuts).**



## Course Information and Enrollment

Course Information and Enrollment is a searchable repository of all courses in the site. Both online and classroom courses are grouped into categories. Users see only those courses available to them, depending on their profile.

In addition to reading the course description and other key information, users can enroll in a section of a classroom course or launch an online course directly from the list. If a section is full, the user can select to be on the waitlist for that course. Should space become available, the user will automatically be enrolled and informed via email.



**Click: Course Information & Enrollment (Choose 1 of the 3 navigation shortcuts).**



## **Classroom Course Enrollment**

To enroll in a classroom course follow the steps below:

**Step 1: Search** for courses from this screen by topic, keywords or simply select All in the Topic area to see the entire course list.

**Step 2: Search** by ALL in the Topic Group.

**Step 3: Select** the course you are interested in from the alphabetical listing in the left pane. For demonstration purposes the Let's Talk – Handling the Difficult Performance Appraisal was selected.

**Step 4: Select** the circular icon to the left of any course name, a **description** appears on the right.

**LEARNING CENTER**  
Course Information & Enrollment

Return to Learning Center

Topic: All  
Keywords:  All Words

To search for courses, complete the search criteria, then click Search. From the resulting list, click the information icon for details. To start an online course, click the title. To enroll in a classroom course, click the information icon, then click the Enroll link next to the section you wish to be enrolled in. **Note:** If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically enrolled and notified via email.

Let's T.A.L.K. - Handling the Difficult Performance Appraisal (Classroom)

Let's T.A.L.K. - Handling the Difficult Performance Appraisal

Type: Classroom  
Available: Now available  
Cost: \$4.00  
Provider: VEC Performance Consulting & Staff Development  
CME Type 1:  
CME Type 2:

This course provides a model for discussing performance issues. The focus will be on preparing for and having the necessary conversations to help employees improve their performance.

Year	Year	Section	Location, Date and Time	Section	Enrolling
Status	Enroll	Status	Enroll	Enroll	Enroll
	<a href="#">Enroll</a>	Section 4	Let's T.A.L.K. - Handling the Difficult Performance Appraisal Location: VEC CENTRAL OFFICE VEC - VA Employment Commission - VEC Conference Room A Date(s): 07/24/2007-07/24/2007 Time: 09:00 AM-04:00 PM Day(s): Instructor: Lila Winters	Open	No

Average Rating: Not Rated

Rating:  
Not Useful ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Very Useful

Comment:

**Step 6: Select** the Enroll icon in the right pane.

**Note:** Most classroom courses must have supervisory approval unless the course is mandatory. Once enrolled an e-mail is automatically sent to your supervisor requesting approval. You will receive an e-mail stating that your enrollment is pending supervisory approval. Once approved you will receive the approval notice plus course information regarding assignments, team rooms, etc.

If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically enrolled and notified via email.



## **Supervisory Course Approval**

When a user enrolls in a course that requires Supervisory approval the screen will identify a "Request Access" icon instead of the "Enroll" icon. It notifies the user that access to the course must be approved and that they will be notified via email once they are approved or denied access.

<b>VEC Tutorial Test Course</b>				
Type:	Classroom			
Available:	Now available			
Cost:	\$0.00			
Provider:	VEC Performance Consulting & Staff Development			
CME Type 1:				
CME Type 2:				
VEC Tutorial Test Course				
<u>Your Status</u>	<u>Your Options</u>	<u>Section Location, Date and Time</u>	<u>Section Status</u>	<u>Lodging Provided</u>
	<a href="#">Request Access</a> <i>(This course requires access approval. To request access to the course, click the Request Access link above. You will be notified via email once you are approved or denied access.)</i>	Section 1 VEC Tutorial Test Course Location: <a href="#">VEC CENTRAL OFFICE - VEC - VA Employment Commission - VEC BOARD ROOM</a> Date(s): 10/09/2007-10/09/2007 Time: 08:00 AM-04:00 PM Day(s): Instructor: LILA WRENN	open	No

The **Enrollee** receives an e-mail that identifies the course and notes that this is a Pending Request and upon approval the user will be notified via e-mail of enrollment status.

At the same time the supervisor receives an e-mail stating the following:

You have authority for approving or denying access to the course **VEC Tutorial Test Course** Section 1 in the Virginia Employment Commission Knowledge Center

Users will be unable to access this course until they are given approval to do so. The user JEAN D. CURRY (jean.curry@vec.virginia.gov) requested access to this course on 10/09/2007.

To approve or deny access for this and other users you must be registered in The Virginia Employment Commission Knowledge Center. Please go to the portal at <https://covkc.virginia.gov/vec> or click on the desktop icon and login with your Login ID and Password.

**Step 1:** From the Administration Building, access the Faculty Lounge, then Course Access Approval screen.

**Step 2:** Type in the Course title and Search

**ADMINISTRATION**  
**Course Access Approval** [Return to Faculty Lounge](#)

Course access approval is a console for managing a user's request to access a course or curriculum. To find a course/curriculum for which you have approval authority, complete the search criteria, then click Search. From the resulting list, click approve next to the course name that you want to manage access. A list of users that have requested access displays on the right.

Course/Curriculum Title:  Select type:

Keywords:

Course/Curriculum ID:

☐ Courses ☐ Curriculums ☒ Both

**Courses:**  
[View request](#) **VEC Tutorial Test Course** (Courses) (00349)

**Course Name:** VEC Tutorial Test Course

To grant access, check the boxes next to the appropriate user names, and click Approve. To deny access, check the appropriate users, and click Deny. To send a message to an individual user explaining why their request has been denied, click the deny link next to the name. An email form will display in a new window. Complete the form, and click Send.

The following users recently requested access:

<input type="checkbox"/>	CURRY, JEAN D. Richmond, VA (Section 1, pending w/ supervisor)
	10/09/2007 <a href="#">View</a> <a href="#">Deny</a>
	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

**Step 3:** Approve or Deny the course by checking the box to the left of the name and

**Step 4:** Select the Approve or Deny link below the name.

If you approve/deny the course the enrollee and supervisor will receive a blanket e-mail with the enrollment status.

**Step 5:** The supervisor also has the ability to send a message to the user with an explanation why their request was approved or denied by clicking the deny link next to the name.

## User On-Line Course Enrollment

On-Line courses do not have an e-mail approval process. However, you should discuss your interest in taking an on-line course with your supervisor just as you would for a classroom course.

The **Virginia Terrorism Awareness course** is a state mandated on-line course that will be used for this demonstration. To access this course or any of the on-line courses:

**Step 1:** Select a topic from the drop down menu located in the upper right hand corner of the screen, and **click Search** or

**Step 2:** From the Keyword section in the upper right hand corner use a keyword such as Virginia and **click Search** or

**Step 3:** Simply **press Search** and the alphabetical course list will appear in the lower left pane.

**Step 4:** To **view** the description and general information regarding the course **click** on the button icon to the left of the course title and the description will appear in the right hand pane.

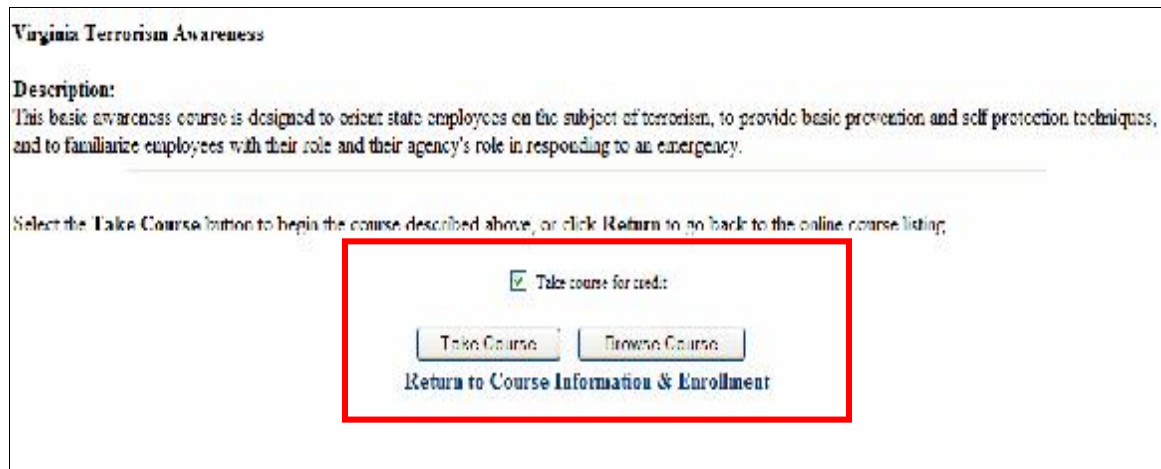
The screenshot displays the 'LEARNING CENTER' interface. At the top, there are links for 'Return to Learning Center' and 'Course Information & Enrollment'. A search bar is located in the upper right, with a 'Topics' dropdown menu set to 'All', a 'Keywords' input field, and a 'Search' button. Below the search bar, a list of courses is shown in the left pane, including 'SCORM Training', 'Self-Development: Balance Your Personal and Professional Life', and 'Virginia Terrorism Awareness'. The 'Virginia Terrorism Awareness' course is highlighted with a red box. The right pane shows the details for this course, including its type ('Self-paced'), format ('SCORM'), availability ('Now available'), cost ('\$0.00'), and provider ('Commonwealth Preparedness Workgroup Training Committee'). A description of the course is provided, along with an 'Average Rating' section and a 'Comments' field. A red box highlights the search bar and the course list in the left pane.

## **Browse/Take Course**

**Step 5:** Click on the course title in the left pane to take or browse the course.

**Step 6:** To take or browse the course select the appropriate button or click on Return to Course Information and Enrollment to go back to the course listing.

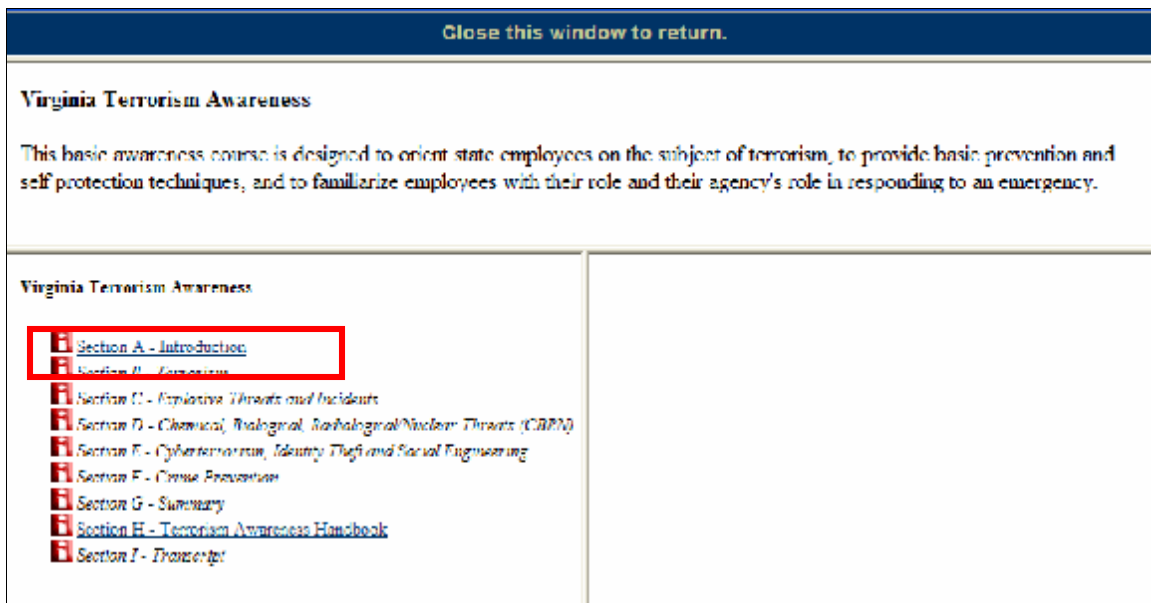
**If you only wish to browse the course please uncheck the Take for Credit button and the course will not appear in the Personal KC Transcript.**



The screenshot shows a web interface for a course titled "Virginia Terrorism Awareness". Below the title is a "Description:" section with the text: "This basic awareness course is designed to orient state employees on the subject of terrorism, to provide basic prevention and self protection techniques, and to familiarize employees with their role and their agency's role in responding to an emergency." Below the description is a line of text: "Select the Take Course button to begin the course described above, or click Return to go back to the online course listing." At the bottom, there is a red rectangular box containing three elements: a checked checkbox labeled "Take course for credit:", a "Take Course" button, and a "Browse Course" button. Below these buttons is a link that reads "Return to Course Information & Enrollment".

**Browse Course:** This window will assist the user by identifying the sections of the course. When the section ICON is clicked a description of the section appears on the right. This information may include estimated time of section, etc.

**Take Course:** A course may be started at any time. Many courses are broken down into sessions to best accommodate the user for completion of the course over a longer period of time. As each section or course is completed it is recorded in the Personal Knowledge Center in the Student Transcript. To check the progress opens the Transcript section of the PERSONAL KC and click on the Detail section.



**Step 7: Click** on section button to the left and the description appears.

**Step 8: Click** on first title of the module and the course will begin. At the end of each module you will be prompted to click the Close button at the bottom of the course menu. This will bring you back to the table of contents (note that any completed module will have a check mark to the left of the title).

### **Exit Completed/Incomplete Course**

**Step 9:** You may exit the course at any time and the system will automatically bookmark your progress. When you return to the course the system will return to where you left off. **The user may return to this course at any time after completion for a refresher.**

**NOTE: ALWAYS exit the course through the course window. DO NOT use the Red X located at the top right of the desktop or your work will not register in the system and the course will show as incomplete.**

### **Retrieve Certificate**

**Step 10:** When the course is completed return to the Student Transcript located in the Personal KC (left pane) and click on certificate. Follow the instructions on pages 27-29 to review and print.

## Additional Areas In The Learning Center



## Curriculum

A curriculum is a series of courses grouped together and presented to you as a single entity. It can be either linear (forced order) or non-linear (recommended order). A linear progression means that you must take the courses in the prescribed order and you cannot access the next course until you have completed the previous course. A non-linear curriculum presents the courses in a recommended order, but you can take them in any order and simultaneously. When you have completed all courses in a curriculum, you are given credit for that curriculum.

## Notes & Assignments

This link provides information posted by the instructor for classroom courses. It includes scheduling information, assignments, additional references and resources, and instructor notes. Links to course surveys, once available, are also found here.

## Software & Plug-Ins

Software and Plug-in contains information and links to browser enhancing software that enables multi-media elements and other high-end functions to play on your computer. While the functionality in this site does not require any special software, some content may.

## Course Bookmarks

Course Bookmarks is a central location where a user can access bookmarks they have created for all learning object courses. While in a

learning object course, a user can tag a particular page and enter a name and description to be saved with that page. Bookmarks for a specific course are also available from the Lesson menu and from the course toolbar.



# Library

The **Library** is the location for references, research materials, and links to information and learning resources. It also includes frequently asked questions and policy information.

**Click: Library (Choose 1 of the 3 navigation shortcuts).**





## FAQs

Frequently Asked Questions (FAQs) is a compilation of common industry issues in the form of questions and responses. Questions may have multiple answers from different sources.

## Periodicals

Periodicals are online magazines, newsletters, and newspapers. Information includes a summary and a link to the site.

## Quick Sites

Quick Sites are shortcuts to key industry sites. Information includes a summary and a link to the site. There is also a link to submit a critique of any listed site.

## Resources

Resources are pre-selected sources for online research. They are grouped by category and have summary information and a link to the web site.

## Regulations & Policies

Regulations and Policies are industry-specific standards and guidelines. They are listed alphabetically with a description, source, author, and a link to the online document.

## References

References are industry-specific files of various media that include articles, surveys, reports, etc. References are organized by topics, and include source, file type, and media type information and a link to the site. References can also be linked to learning object courses and accessed from the course.

To access **References** complete the following steps:

**Step 1:** To **search** for content, complete the search criteria located in the upper right hand corner of the screen and **click Search**.

**Step 2:** From the resulting list, **click** the information icon for details or

**Step 3:** **Click** the title to open the reference or



**Step 4: Click** the button icon to the left of the title to view the description of the reference.

**LIBRARY**  
References

[Return to Library](#)

Topic: All  
Keywords:  All Words

To search for content, complete the [search criteria](#), then click Search. From the resulting list of References, click the information icon for details or click the title to view the content in a new window. Add content.

---

6 records found:

- [All Entries Guide to Learning](#)
- [MSF Systems Site Document of Low-Level Radioactive Waste Remedial Contract Objectives](#)
- [Tennessee Toolkit](#)
- [The Law Enforcement Database](#)
- [Wikipedia - Customer Service Resources](#)
- [Wikipedia - Wikipedia](#)

---

**Tennessee Toolkit** [Add to Personal KC](#)

Topic: Justice Operations  
Source: U.S. Department of Emergency Management  
Document Number:  
File Type: Other  
Media: Other

Inactive documents info, and FAQs.

---

Added by: [KEVIN G. WATSON](#) on 11-15-2008

Average Rating: Not Rated

---

Rating:  
No Effect ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Very High

Comment:

Note it

# Team Center

The **Team Center** is a collaborative building where Team Rooms are managed and accessed by site users. In Team Rooms, users can share documents other resources, communicate via a BBS and chat room, and schedule group events on a shared calendar.

Team Rooms are collaborative areas for groups of people. A Team Room can be public (all can attend and contribute), moderated (all can attend, selected users can contribute), or private (selected users can attend and contribute). In a team room, there is a team calendar, a BBS, a chat room, and links to contributed content.

Team Room Management is where Team Rooms are created and Team Room Owners can manage and maintain the rooms that they have created, including access and membership and the room description and logo.

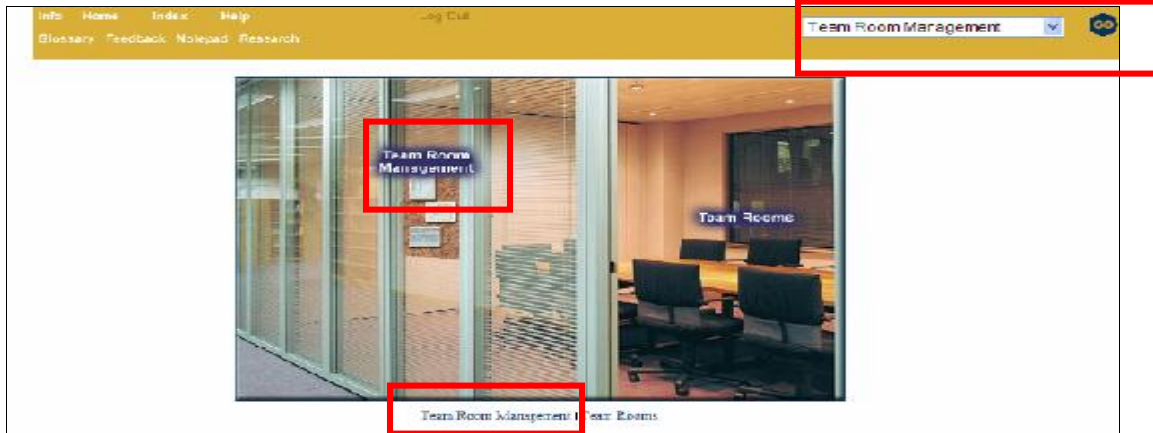
**Click: Open Team Center**



## Team Room Management

From the Team Room Management screen you can create a new team room or make changes to an existing team room.

You can add or remove team owners, contributors, and members.



Click the Administer link. To close an existing team room, check the box next to the appropriate team room, and then click Close Team Rooms. To open an existing team room, check the box next to the appropriate team room, then

From the **Team Room Management** screen you can create a new team room or make changes to an existing team room. To create a Team Room follow the directions as noted on the screen.



You can also add or remove team owners, contributors, and members. **Click the Administer link.**

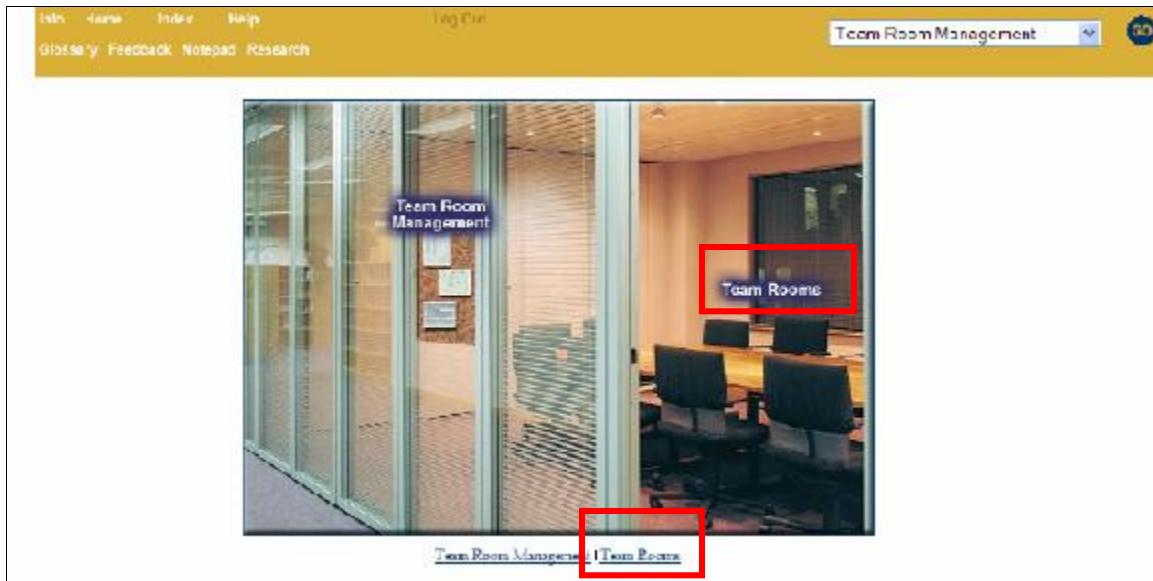
To close an existing team room, check the box next to the appropriate team room, and then **click Close Team Rooms** at the bottom of the alphabetical listing.

To open an existing team room, check the box next to the appropriate team room, then Click

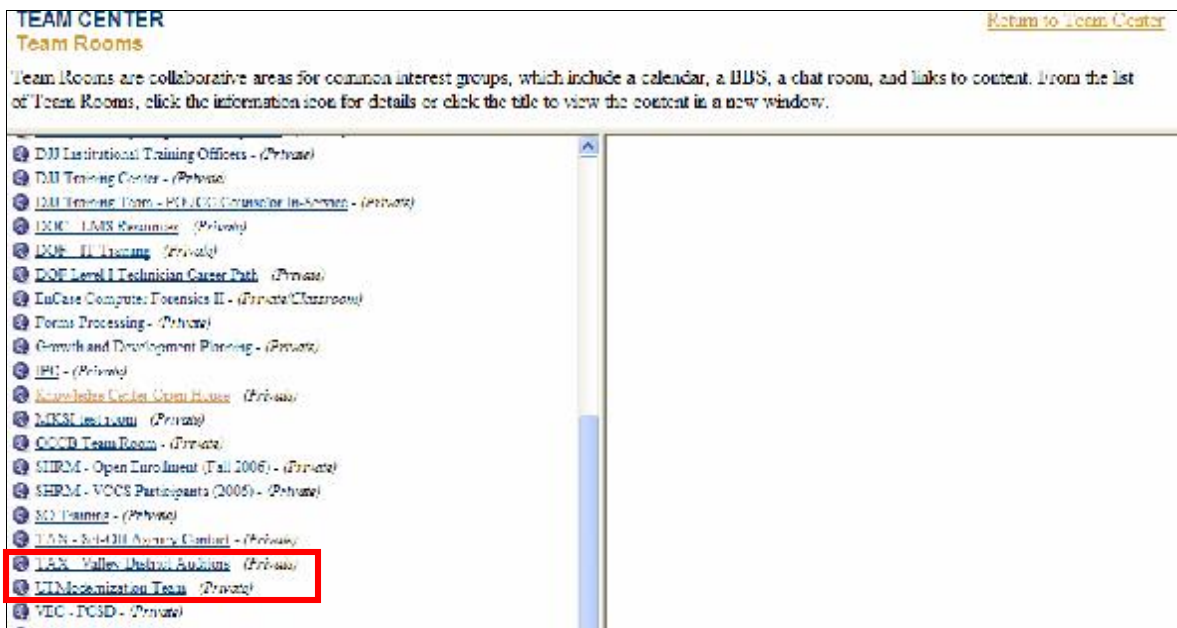


## Team Room

The **Team Room** houses content shared by all members attached to the Team Room. Documents, Presentations, Web Sites, and Linked Content (such as on-line courses or handbooks) can be made available to room members. In addition, users can communicate via BBS and a chat room. Group events can also be scheduled on a shared calendar.



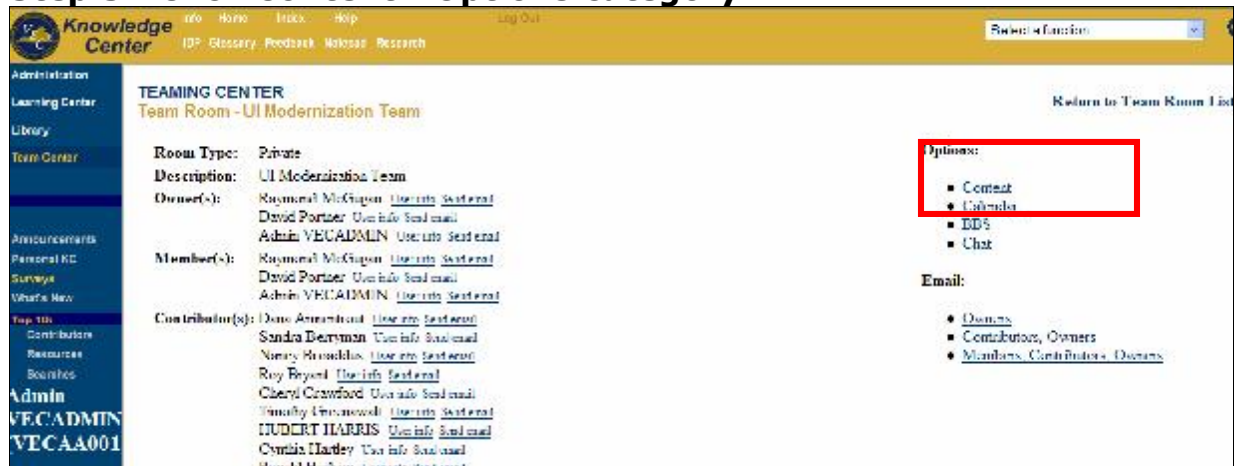
### Step 1: Click Team Rooms.





**Step 2: Click** on the Team Room title. We have chosen UI Modernization Team as the example. In addition, if you click on the button located on the left side of the team room title a description of the room appears in the right hand pane.

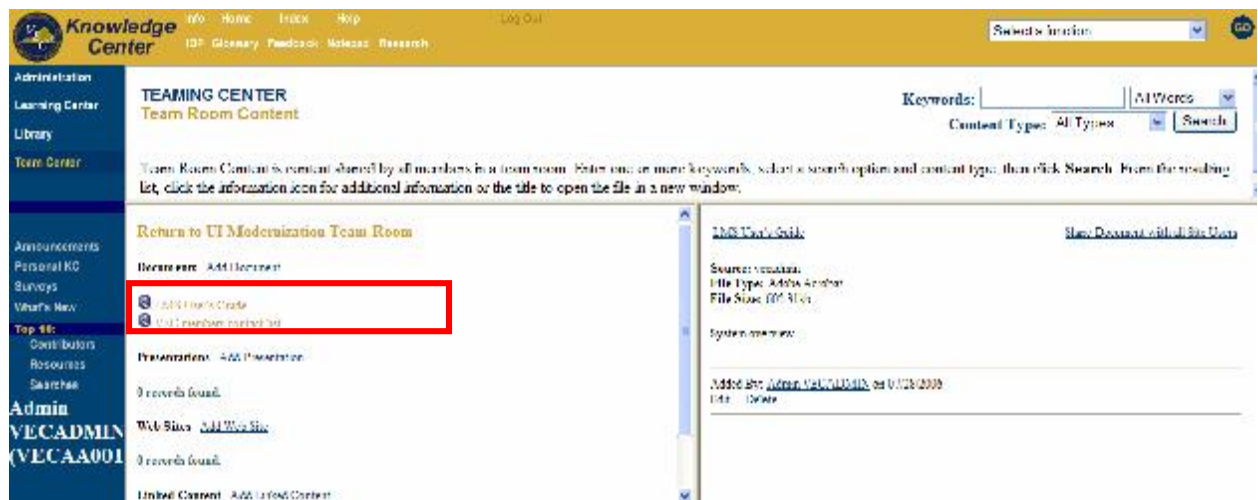
**Step 3: Click Content - Options category.**



From this screen the user has access not only to the content but, if available, has access to the team room calendar, bulletin board, chat line, and e-mail capabilities.

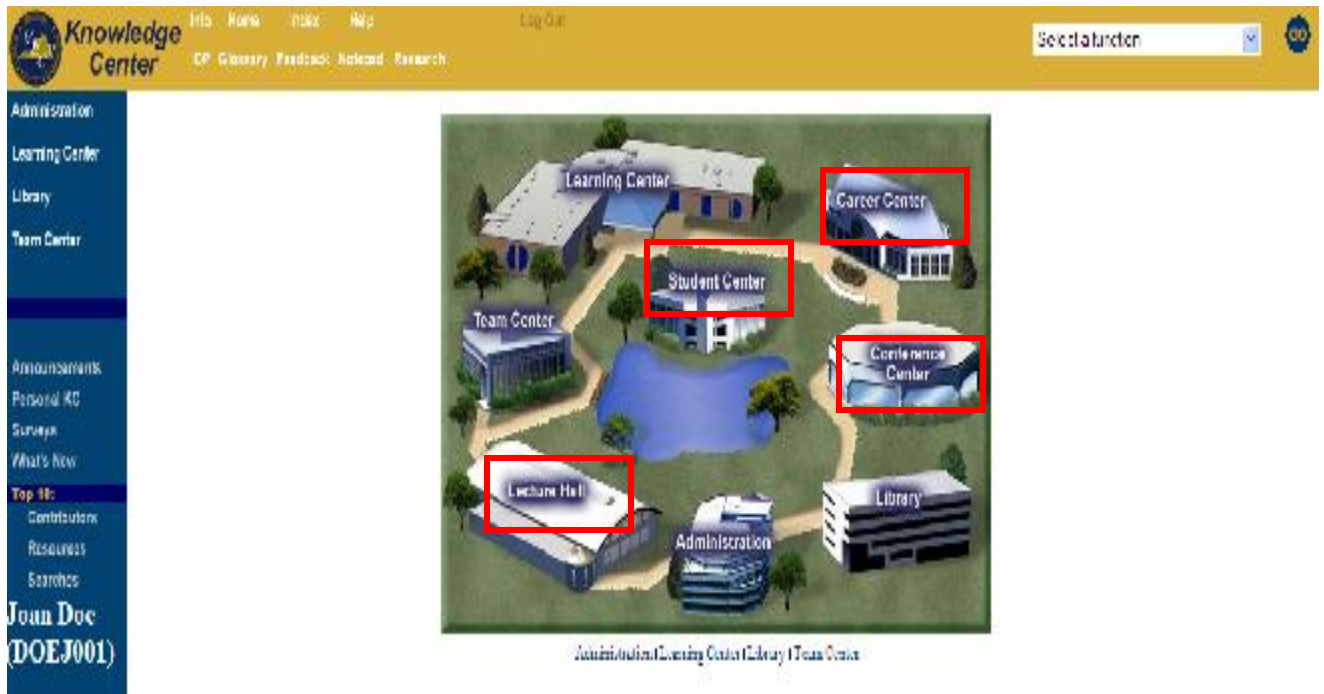
**Step 4: Click** the information button located on the left side of the title for content information or

**Step 5: Click** the underlined title to open the file.



The Content area allows the user to add document, presentations, web sites and linked content.

## Additional Campus Locations



These campus buildings will be developed as needed:

**Student Lounge**

**Conference Center**

**Career Center**

**Lecture Hall**

## **For More Information...**

For more information about the Knowledge  
Center please contact:

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*VEC Knowledge Center*